

Instructions for the Non-Client Related Travel Card/CBA Log (Form DCFS TCF 4)

NOTE: A separate log must be completed for each Travel Card or CBA account. Do not combine Travel Card and CBA transactions on one log.

1. **Type of Account:** Select Travel Card or CBA.
2. **Cardholder Name:** Employee's name that is responsible for charges made with the Travel card or office name as printed on the CBA account.
3. **Cardholder/CBA Account#:** Last eight digits of the Travel Card or CBA account number. Never enter the full account number.
4. **Accounting Code:** If Type of Account is Travel Card the default accounting code for each appropriated program will consist of ISIS Fund 360, ISIS Agency Number 360, the default ISIS Organization Number (which consists of TRV and the first digit of the three digit ISIS Appropriation Unit Number i.e. TRV1 for Appropriation 100, TRV2 for Appropriation 200, etc.), and the default ISIS Object Code 2670. The default code is based on the Cardholders assigned office. The appropriation unit can be obtained from the Unit Budget Head.

If Type of Account is CBA the default accounting code for each appropriated program will consist of ISIS Fund 360, ISIS Agency Number 360, the default ISIS Organization Number (which consists of T and the three digit ISIS Appropriation Unit Number i.e. T100 for Appropriation 100, T200 for Appropriation 200, etc.), and the default ISIS Object Code 2680. The appropriation unit can be obtained from the Unit Budget Head.
5. **Statement Date:** Statement date printed on the Bank of America Credit Card statement.
6. **Report Date:** Date the log is completed.
7. **Total:** This must equal the sum total of Page 1 and Page 2 of the log.
8. **Trans. Date:** The date of the transaction or credit as it appears on the receipt.
9. **Merchant Name:** The vendor from whom service/items were purchased.
10. **Description:** Identify what the transaction was for (i.e. Hotel, Vehicle rental, Airfare).
11. **Amount:** The total amount of the transaction per receipt. Credit amounts should be entered with parenthesis around the amount. For example, a credit amount of \$50 should be written as (\$50).

12. **ISIS Org:** ISIS Organization or cost distribution number assigned to Cardholder's office or section which is a four digit number (previously the Cost Center.)
13. **ISIS Object:** Additional breakdown of ISIS cost distribution assigned to the purchase - ISIS object describing the type of transaction (i.e. 2520 for In State Field Travel, 2610 for Out of State Conference Travel, etc.)
14. **Reporting Category:** Additional breakdown of ISIS cost distribution four digit number assigned to Cardholder's funding source.
15. **Trip#:** Enter all Trips numbers assigned in the LEO Self Entry Travel system for reimbursement requested for incidental expenses.
16. **Comments:** Enter any comments as needed for clarification or special handling. For example, if the Cardholder determines that a transaction is disallowed or disputed, "DISALLOWED" or "DISPUTED" should be written on the log.
17. **Gray Shaded Area:** This column is used by DCFS Fiscal Services Section to note that the transactions have been reviewed and reconciled. The reviewer must place his/her initials in this column.
18. **Total Page 1:** This must equal the subtotal of all charges and credits listed on Page 1 only.
19. **Total Page 2:** This must equal the subtotal of all charges and credits listed on Page 2 only.
20. **Cardholder/CBA Authorizer Signature:** Cardholder or CBA Authorizer signature certifying the documentation and information on the log.
21. **Telephone Number:** Contact or office phone number of the Cardholder or CBA Authorizer.
22. **Date:** Date the log was signed by the Cardholder of CBA Authorizer.
23. **Supervisor Name:** Printed name of the Supervisor signing the log.
24. **Supervisor Signature:** Supervisor signature certifying the documentation and information on the log.
25. **Telephone Number:** Contact or office phone number of the Supervisor.
26. **Date:** Date the log was signed by the supervisor.